



HQS/NSPIRE Move-in Ready Inspection Checklist

Each unit rented to a Section 8 Voucher holder must pass a Housing Quality Standards (HQS) inspection. The checklist below is a tool for owners to prepare their unit for an HQS inspection. This checklist highlights some of the COMMON violations found during unit inspections. **The items on this checklist must be working or completed prior to the HQS inspection.**

This checklist is not inclusive of everything that would fail an Nspire inspection. However, the use of it will result in fewer failed inspections and give owners a better understanding of what inspectors look for during inspections.

Areas to check	Will my unit pass inspection?	Pass or Fail
General - Defective Paint	Is the unit interior/exterior free of defective paint? ** Defective Paint is considered paint that is flaking, peeling, worn, cracking or chalking	
	Are there handrails at all steps that have 3 or more rises?	
General - Railings	Are all the balusters and spindles present on a staircase(s) or deck.	
	Is there a guardrail present on a porch that is more than 30" above the ground? Is it secured?	
	Is there a smoke detector working on each level of the unit? Is there a smoke detector installed in EACH bedroom and outside the bedrooms (main hallway).	
Interior - Health and Safety	Are the smoke detectors installed at least 3 feet from the kitchen and bathroom? (If installed on a ceiling, it must be more than 4 inches from the wall. If installed on a wall, it must be between 4 and 12 inches from the ceiling.) Are they installed horizontally on the bottom of a joist in the basement?	
	Is a CO2 Detector installed in the immediate vicinity of the sleeping area where there is gas furnace, hot water tank, stove, or attached garage?	
	Is the unit clean and ready to occupy? Are the utilities turned on?	
	Is there proper ventilation for Dryers? Are they vented to the outside?	
	Do all amenities in the unit (central air, screen doors, screens, ceiling fans etc.) work as designed, with no missing parts?	
	Are they free of holes and cracks?	
Interior - Walls and Ceilings	Have all water stains on walls/ceilings been repaired/replaced? Has the leak been fixed?	
	Are they free of defective paint?	
	Are there any trip hazards? Ripped/torn/worn/unsanitary carpet? Missing tiles? Are the stairs in good repair? (Cannot be unlevel, slanted or broken.)	
Interior - Floors	Do floors in the kitchen and bathroom have some type of cover base or baseboard trim?	
	Have the double bolt key locks been removed from the unit? Have locks on all doors restricting exit from a room/unit been removed?	
Interior - Security	Are all exterior doors weather-tight, lockable, open and close freely, in good repair, and have a threshold?	
	Are interior doors present on all bedrooms and bathrooms, and operating as designed (fit properly in the door frame, free of locks which restrict exit from a room, do they have a washable finish)?	
	Do all windowsills within 6 feet from the ground have a lock?	



Interior - Windows	Is there at least one window in the bedroom? Living room?	
	Do the windows open, close, and lock properly? When opened, do they stay open without the use of a tool, such as a stick?	
	Are the windows free of hazards (cracked or broken)? Is the frame free of cut hazards (staples, nails, etc.)?	
	Screens are not inspectable under the HCV/NSPIRE protocol unless they are present.	
Kitchen Appliances/Electric	Do all the burners and the oven work? Are all knobs present with the temperature degrees visible?	
	Does the refrigerator/freezer work properly?	
	Are the stove and refrigerator clean?	
	Are all outlets within 6ft of a water source GFCI protected?	
Bathroom - General	Is the toilet securely fastened to the floor and flushing properly?	
	Have cracked/worn toilet seats been replaced?	
	Are all outlets within 6ft of a water source GFCI protected?	
	Is the bathroom vented to a crawlspace, attic, or vented to the outside through an exterior window, exhaust fan, or gravity vent?	
Heating and Plumbing - Furnace	Does the gas flue have an uninterrupted upward flow (1/4" per foot of constant rise)? Is it vented and properly sealed?	
	Is there a sediment trap and shut-off valve? Are they properly installed?	
	Does the furnace provide a minimum of 60 degrees in the unit between October 1 and May 1?	
Heating and Plumbing - Water Heater	Does the water heater have a properly installed and functioning temperature-pressure relief valve that is rated for high temperatures?	
	Is the discharge line present? Is it 2-6 inches from the floor?	
	Is there a sediment trap and a shut-off valve? Are they properly installed?	
	Is the gas flue properly vented and sealed? 1/4" per foot constant rise?	
Electricity - General	Do all fixtures and outlets work? Are they properly wired?	
	Are all cover plates on outlets and light switches free of cracks and breaks?	
	Have all frayed, cut, or exposed wires in the unit been replaced?	
Exterior - General	Is the unit interior/exterior free of debris, trash, glass or other hazards?	
	Is the roof free of leaks? Is it in good condition? Are there gutters and spouts?	
	Are the sidewalk(s) and driveway free from tripping hazards?	
	Are there lids for trash/waste disposal?	
	Do all exterior outlets have weatherproof covers?	
	Are the house numbers readable from the street?	
	Is the Garage free from hazards?	
Defective Paint	The NSPIRE Inspectors are required to request a full property Risk Assessment if there is defective paint above de minimis (inside or outside, including separate structures) and the following apply: The unit was built prior to 1978, a child under the age of 6 lives in the unit, or a member of the household is pregnant.	

IF YOU CHECK FAIL TO ANY ITEM THE UNIT WILL FAIL THE INSPECTION
“WHENEVER SOMETHING IS IN PLACE TO OPERATE, IT MUST FUNCTION TO PASS”

This brief listing is for the purposes of information only is not intended as a completed listing.